



རྒྱལ་ཡོད་ས་ཁུངས་འཛུགས་ལྷན་ཁག་གི་སྤྱི་ལོ་འཛུགས་ཁུངས་  
ROYAL GOVERNMENT OF BHUTAN  
NATIONAL LAND COMMISSION  
THIMPHU



NLCS/HRD/02/2019-20/002600

25<sup>th</sup> March 2020

**VACANCY ANNOUNCEMENT**

The National Land Commission Secretariat is pleased to announce the following vacancies;

S/N	Posts	No. of slots	Position Level	Minimum Qualification Required	Place of Posting	Remarks
1	Personal Assistant	1	S5A-S1A	Class XII with min. 6 months course in stenography, computer application, office management	Directors Office, DoSAM, NLCS	On Lateral transfer

**A. For Personal Assistant:**

Interested in-service civil servants who meet the eligibility criteria may apply with the following documents latest to HRO, HRD, NLCS by **7<sup>th</sup> April 2020**.

- Application
- Curriculum Vitae as per the format available on [www.nlcs.gov.bt](http://www.nlcs.gov.bt) and recently assured correct RCSC CV
- Attested copy of Academic transcripts
- Attested copy of relevant training/work experiences transcripts
- Audit and security clearance
- Moderation Score for past two years (FY 2017-18 & 2018-19)
- No Objection Certificate from Working and Parent Agency.

- B. Applicants with relevant qualification/training and work experiences shall be given preference for the purpose of short listing. Only short-listed candidates will be called for the interview and will also be announced in the website.

For further information please contact HRD at Telephone No. 02-336708/339229/336389 during office hours.